

Requesting Landscape Inspection of Development Projects

Construction must be 100% complete before requesting inspection for Building Permit (occupancy) or Tract Acceptance. All post construction forms must be completed and submitted to the City with the inspection request.

Forms required:

- **Form A:** Bay-Friendly Checklist with "Construction Sign-off" portion completed (BFL)
- **Form E:** Certificate of Completion (WELO)
- **Form F:** Certificate of Installation (WELO), with following attachments:
 - Irrigation Schedule
 - Landscape Irrigation Audit Report (conducted by a Certified landscape Irrigation Auditor.)
 - Soil Management Report (unless already provided during plan review)
 - Verification of implementation of recommendations from soil analysis report

For Tract Acceptance:

Engineering Construction Inspection
Community Development Department
39550 Liberty Street
Fremont, CA 93537-5006
Ph: (510) 494-4700
Fax: (510) 494-4646

For Certificate of Occupancy:

Development Services Supervisor
Community Development Department
39550 Liberty Street
Fremont, CA 93537-5005
Ph: (510) 494-4487
Fax: (510) 494-4820

Special note for Temporary Occupancy Requests: Temporary Occupancies are handled on a case-by-case basis. At a minimum, landscape must be substantially complete with only minor items remaining. In cases where Temporary Occupancies are considered by the City, the Certificate of Completion (Form E) and the Certificate of Installation (Form F) may be temporarily substituted for a detailed punch-list prepared by the Project Landscape Architect. The punch list shall document all minor items remaining that must be completed before Final Occupancy. Certificate of Completion (Form E) and the Certificate of Installation (Form F) and follow-up City inspection is still required before Final Occupancy.

Miscellaneous Landscape Inspection Requests:

City Landscape Architect
Community Development Department
39550 Liberty Street
Fremont, CA 94537-5006
Ph: (510) 494-4700
Fax: (510) 494-4721